

EXHIBIT C

TRAVEL BRANCH, FISCAL DIVISION

I. FUNCTIONS

The Travel Branch will:

(All functions listed below apply to vouchered funds only.)

1. Review requests for travel and issue appropriate travel orders.
2. Prepare and process indemnity bonds.
3. Procure and liquidate advanced travel funds.
4. Advise and instruct travelers and administrative personnel on fiscal travel procedures.
5. Audit and certify for payment all types of travel vouchers involving reimbursement to travelers.
6. Audit and certify for payment or adjust all types of vouchers submitted by carriers or other government agencies for personnel travel or transportation service rendered.
7. Assist in the preparation of travel vouchers for individuals upon completion of travel.
8. Post-audit all travel and transportation accounts paid at overseas Missions.
9. Prepare direct settlement claims for submission to General Accounting Office.
10. Submit questions as to propriety for payment of specific vouchers to the Comptroller General for decision.
11. Maintain prescribed technical liaison with State and Defense Departments and General Accounting Office.

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